



DEVELOPMENT PROJECTS:

POLICIES

4

MARCH 15, 2002

***IAC's
Mission***



...Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. The Board provides funding, technical assistance, research and policy development, coordination, advocacy, and encourages long-term stewardship.

***SRFB's
Mission***



The Board supports salmon recovery by funding habitat protection and restoration projects, and related programs and activities that produce sustainable and measurable benefits for fish and their habitat.

Contents

Section 1 – Introduction	1
Manual Conventions	1
Background	1
Manual Authority	1
Related Publications	2
Contact Information	2
Workshops	2
Section 2 — Eligibility Policies	3
<i>Eligible Projects</i>	3
Eligible General Recreation Facilities	3
Eligible Support Elements	3
Eligible Renovation Projects	4
<i>Eligible Costs, Pre-Construction Costs</i>	4
Eligible Administrative Costs	4
Eligible Construction Costs	5
Eligible Retroactive Costs	6
Eligible Mitigation Costs	6
<i>Ineligible Projects</i>	6
<i>Ineligible Costs</i>	7
Section 3 — Matching Shares	9
General Provisions	9
Eligible Resources	9
Certification Deadline	9
Valuing Donations, Corrections Labor	10
Force Account	13
Records & Reimbursement	13
Section 4 — General Policies	14
IAC-SRFB Board Decisions	14
Director’s Decisions	14
Grant Time Limit	15
Conversions	15
Universal, Barrier-Free Access	15
Control & Tenure	17
Joint & Cooperative Projects	17
User Fees	18
Overhead Utility Lines	19
Inspections	19
Section 5 — Index	20



SECTION 1 – INTRODUCTION

Manual Conventions

IAC (Interagency Committee for Outdoor Recreation) refers to a board and a state agency. The agency or office staff provides grant and administrative support to the IAC Board and SRFB (Salmon Recovery Funding Board), as directed under RCW 79A.25.240. The policies in this manual guide both of these independent, Executive branch state government boards. As a reference aid, this manual uses the following conventions:

- IAC – Interagency Committee for Outdoor Recreation’s Board.
- SRFB – Salmon Recovery Funding Board.
- IAC-SRFB – Refers to an independent action by the appropriate Board.
- Office – Includes Director and other staff supporting both IAC and SRFB.

Background

This Manual provides basic information on IAC-SRFB land and facility improvement policies. It is designed for use by project applicants, sponsors¹, and IAC-SRFB staff. Use it for capital development projects in the following programs:

- Boating Facilities
- Firearms and Archery Range Recreation
- Land and Water Conservation Fund
- National Recreational Trails
- Nonhighway and Off-Road Vehicle Activities
- Salmon Recovery
- Washington Wildlife and Recreation.
- Youth Athletic Facility Account.

For more policy guidance, refer to the individual policy manuals kept for each of these programs.

Manual Authority

Authority for the information in this manual is found in several statutes and rules: RCW² 46.09.240, 77.85.120 (1)(d), 79A.15.060(1), 79A.15.070(5), 79A.25.080(2), 79A.25.210, and Titles 286 and 420 WAC³. IAC-SRFB adopted the policies in this manual in a public meeting.

The *Land and Water Conservation Fund Grants-in-Aid Manual* (U.S. Dept. of Interior, National Park Service), provides additional guidance for LWCF grants.

¹ An applicant becomes a sponsor on execution of IAC’s Project Agreement, after funding has been approved.

² RCW — Revised Code of Washington

³ WAC — Washington Administrative Code

**Related
Publications**

IAC-SRFB has other publications designed to explain its programs.
These include:

- ▶ Summary brochures and program fact sheets
- ▶ Program schedules
- ▶ Program policy manuals
- ▶ Technical assistance guides, and
- ▶ State plans that give broad policy background.

Contact IAC-SRFB to obtain a complete list of these free publications. All publications can be made available in an alternate format.

**Contact
Information**

IAC-SRFB encourages anyone interested in its programs to contact its Office at:

Natural Resources Building	IAC Phone	(360)	902-3000
1111 Washington Street, Floor 2 East	SRFB Phone	(360)	902-2636
P.O. Box 40917	IAC-SRFB FAX	(360)	902-3026
Olympia, Washington 98504-0917	IAC-SRFB TDD	(360)	902-1996
	IAC-SRFB Email	info@iac.wa.gov	
	IAC-SRFB	http://www.wa.gov/iac	

Workshops

Contact IAC-SRFB about its annual information, application, and successful applicants workshops. Typically, the workshops occur each winter and spring in several state locations.

SECTION 2 — ELIGIBILITY POLICIES

ELIGIBLE PROJECTS

Grants for land and facility improvements are called “development projects.” This segment describes the types of projects that are eligible. Since the listing is not all-inclusive, consult the specific IAC-SRFB program manual for more detailed information.

Only construction costs incurred after executing the Project Agreement are eligible for reimbursement.

Eligible General Recreation Facilities

Although rules vary by program, typical project facilities eligible for reimbursement include:

Boating Facilities. Transient moorage facilities, launch ramps and hoists, loading floats, parking/staging areas, sewage pump-out stations, etc.

Day-Use Areas. Picnic areas, including shelters; beach area access, etc.

Fishing & Hunting Improvements. Fishing piers, hand boat launch facilities, hunting blinds.

Interpretive, Observation & Sightseeing Areas. Certain interpretive facilities, including signs and viewpoints. Interpretation is limited to the project site and its immediate area, and may only contain basic devices—not elaborate museum-type collections, displays, or paraphernalia.

Overnight Facilities. Tent and recreational vehicle camping areas.

Shooting Facilities. Archery and firearm ranges, clubhouses, trap and skeet fields, safety baffles and bullet traps, etc.

Sport/Play Areas. Children's play areas, multipurpose fields, and hard court game areas, including fixed play equipment such as play apparatus, backstops, basketball standards, etc.

Swimming Facilities. Outdoor swimming pools and support buildings such as bathhouses and equipment storage sheds. Pools should be designed for maximum multipurpose use.

Trails. Access routes for cross-country skiers, equestrians, four-wheel drive vehicles, hikers, motorcyclists, etc.

Eligible Support Elements

Although rules vary by program, typical support facility projects eligible for reimbursement may include:

Administration & Maintenance. Fences, signs (permanent and temporary), and erosion control devices are eligible in all programs. First aid stations may sometimes be included when used to administer, protect, and maintain a recreation area for the health, safety, and welfare of users. Equipment storage and administrative offices also may be eligible.

Construction of residences for employees directly involved in operation and maintenance of an IAC assisted project may also be eligible for development

grants. When this occurs:

- The residence must help assure increased public service and protection of park facilities.
- Employee(s) that will use the residence must normally be available on the site on a 24 hour basis during the season the area is open.
- The residence must be one component of a comprehensive park development.
- The residence must be permanent and not portable.

Only the cost of the dwelling and certain accessories are eligible. This includes landscaping of the immediate area and directly related paving, but not furnishings.

General Utilities. Water, natural gas, propane, electrical, communication, storm and surface water, and other underground utility service.

Sanitary. Restrooms, on-site sewer systems, and related utilities that meet applicable local and state health requirements.

Special Assessments. The amount eligible for reimbursement will not exceed the cost of the physical hook-up needed to make the facility operational. In most cases, only costs directly associated with the assisted project will be considered. (Includes electrical, sewer, road, and water.)

Transit. Routes of access (paths, trails, roads, etc.), parking areas, and trail heads.

Eligible Renovation Projects

In some programs, development projects may include extensive renovation or redevelopment. Such projects must involve facilities that are outmoded or that have deteriorated to the point where usefulness is impaired. The deterioration must not be due to the lack of proper maintenance during the facility's reasonable life.

ELIGIBLE COSTS, PRE-CONSTRUCTION COSTS

This segment describes the types of costs that are eligible for reimbursement. Since the listing is not all-inclusive, consult IAC-SRFB program manuals for more detailed information. Only items listed in the Project Agreement are eligible for reimbursement.

Eligible Administrative Costs

Administrative costs are necessary to prepare a project for construction, but do not involve direct building activities. Such activities include:

- **Architectural and Engineering (A&E) Services/Consultants**, including—
 - Preparation of site plans, from schematic to final drawings, including master plans
 - Engineering services, including structural, mechanical, electrical and civil design work
 - Consultant services, including studies and data collection surveys
 - Specialty consultant services used in addition to basic A&E

- ***Environmental Site Planning***, including environmental impact statement costs
- ***Construction Supervision***, including mileage and per diem for construction related travel.
- ***Miscellaneous Costs***, including—
 - ▷ Advertising
 - ▷ Blueprints
 - ▷ Film processing
 - ▷ Photographs
 - ▷ Printing/reproduction
 - ▷ Taxes (if applicable)
 - ▷ Bidding Materials
 - ▷ Communication
 - ▷ Maps
 - ▷ Postage/mailings
 - ▷ Supplies
- ***Project Administration***, including—
 - ▷ Advertising
 - ▷ Communication
 - ▷ Contract award
 - ▷ Meetings
 - ▷ Progress reports
 - ▷ Room rental
 - ▷ Taxes (if applicable)
 - ▷ Billing preparation
 - ▷ Consultation
 - ▷ Correspondence
 - ▷ Negotiations
 - ▷ Public hearings
 - ▷ Site visits
 - ▷ Travel directly related to construction

Administrative charges for IAC development projects are limited to no more than 20 percent of the total project cost. The Director may approve individual project requests for increases up to 35 percent. Increases above 35 percent require the approval of the IAC board.

Administrative charges for SRFB developments are limited to no more than 30 percent of the total project cost. The Director may approve or refer to the SRFB requests for increases.

To request an increase, the sponsor must provide information on why the project needs an increase, including information on the project's complexity and any efficiency measures taken.

Eligible Construction Costs Direct construction costs eligible for reimbursement include:

- ***Construction***, including costs directly related to the execution and construction of the project. Sponsors may choose to use existing or temporary staff or volunteers to perform some elements of a capital project that might otherwise be accomplished by an outside firm through a construction contract.
- ***Demolition and Site Improvements***, including costs to remove structures and prepare for construction.
- ***Equipment***, including such typical costs as fixed, physically attached and permanent improvements. Fixed equipment is normally capitalized. Equipment may include items such as play apparatus, backstops, basketball standards, soccer/football goals, moveable access ramps, etc.

- ***Permanent and Temporary Project Signs***, including the purchase and installation of project signs.
- ***Permits***, including staff time to obtain permit(s) to meet such requirements as the National Environmental Policy and State Environmental Policy Acts.
- ***Project Mitigation***, limited to funded IAC project mitigation (see below).
- ***Surveys*** necessary for architectural design, including boundary, wetland delineation, geo-tech, etc.

Eligible Retroactive Costs

On award of an IAC-SRFB development grant, the *pre-construction* costs identified above become eligible for reimbursement. Any *construction costs* incurred before execution of a Project Agreement are not eligible for reimbursement.

Eligible Mitigation Costs

An IAC grant may be used to mitigate the impact of the funded IAC project if required in a mitigation plan. Whenever possible, sponsors are urged to mitigate in a manner that results in, or enhances, public outdoor recreation opportunities.

Such mitigation may:

- Occur on a site separate from the assisted project
- Involve habitat enhancement with no public recreation or access component
- Involve the creation, enhancement, renovation, or replacement of wetlands, either on or off site
- Involve transportation improvements
- Involve landscape buffers.

The maximum amount eligible for mitigation is 25 percent of the cost of the project for which mitigation is required.

INELIGIBLE PROJECTS

With few exceptions, developments that do not contribute directly to habitat conservation, outdoor recreation, or salmon recovery are ineligible for IAC-SRFB funding.

Ineligible projects include:

1. Permanent structures designed primarily for the pursuit of indoor recreation activities (does not include indoor shooting ranges which are eligible; examples of ineligible facilities include community and performing arts centers).
2. Areas and facilities primarily for semi-professional and professional activities, such as arts and athletics.
3. Athletic facilities primarily used for varsity sports between schools.
4. Amusement park facilities (such as merry-go-rounds, Ferris wheels, children's railroads, "pioneer towns" and allied exhibit-type developments, etc.), convention facilities, and commemorative exhibits.

5. Areas and facilities *solely* for “hatchery style” fish production purposes.
6. Areas and facilities that will lease *exclusive* use privileges, such as: hunting rights, permanent boat moorage/storage, or membership golf courses.
7. Development on property to be acquired with a conditional sales contract, *unless* the sponsor holds the deed to the property *or* can demonstrate adequate control and tenure.
8. Development on property acquired with conflicting deed reversionary clauses, or with clauses that significantly diminish habitat conservation or public recreation.
9. Development required to mitigate a non-IAC assisted project, element, or action of the project sponsor.
10. Space or buildings for subsidiary activities such as refreshment concessions.

INELIGIBLE COSTS Certain development project expenditures are ineligible for reimbursement:

1. Ceremonial or entertainment expenses.
2. Publicity expenses (except legal requirements for public notice).
3. Bonus payments of any kind.
4. Charges in excess of the lowest acceptable bid when competitive bidding is required, unless the IAC-SRFB Director authorizes the higher costs, in writing, before the award of a contract.
5. Deficits/ overdraft charges, fines, penalties, interest expenses.
6. Taxes for which the organization involved would not have been liable to pay.
7. Charges incurred contrary to the policies and practices of the organization involved, or IAC-SRFB.
8. Liability insurance premiums (*except* for IAC’s FARR Program).
9. Damage judgments arising out of acquisition, construction, or equipping of a facility, whether determined by judicial decision, arbitration, or otherwise.
10. Operation and maintenance apparatus, including supplies and equipment (basketballs, tennis rackets, horseshoe sets, tether balls, mowers, tractors, automotive tools, saws, etc.).
11. Donations or contributions made by the participant, such as to a charitable organization.
12. Contributed materials if their value cannot be substantiated.
13. Value of personal properties, unless specifically approved in advance by IAC-SRFB.
14. Value of discounts not taken.
15. Appliances, office equipment, furniture, utensils, public address systems (See IAC’s Manuals 13 and 14, *NOVA Program: Education/Enforcement and Maintenance/Operation and Off-Road Vehicle Projects* for exceptions.)

16. Losses arising from uncollectible accounts, other claims, and related costs.
17. Projects or project elements that have received or have been promised federal financial assistance under any federal program or activity, *except* LWCF, unless indicated in the Project Agreement.
18. Planning and engineering fees in excess of the amount allowed in the specific grant program (unless otherwise approved by the IAC-SRFB Director).
19. Retroactive costs related to LWCF projects, such as site improvements and/or construction costs incurred before execution of the Project Agreement. Employee and other costs paid by the federal government under any other assistance agreement (such as CETA, YCCC, YACC) are ineligible as matching shares.

SECTION 3 — MATCHING SHARES

General Provisions

Many IAC-SRFB programs require sponsors to match grants with either cash or in-kind contributions. State agency sponsored projects may be eligible for one hundred percent IAC funding. Consult individual IAC-SRFB program manuals for further information.

In some cases, a sponsor may wish to use funds awarded from a separate state program as its match. This is allowed so long as the program is *not* administered by the same funding board. For example, Aquatic Lands Enhancement Account funds, administered by the State Department of Natural Resources, might be used to match IAC's WWRP — Water Access funds.

The eligibility of federal funds to be used as a match is governed by federal requirements and thus may vary with individual program policies.

Donations beyond a project's needs do not qualify as a match. That is, donations are eligible only to the extent that there are project costs to be met by IAC-SRFB. The amount reimbursed by IAC-SRFB must not exceed the eligible "out-of-pocket" amount spent on the project by the sponsor.

Eligible Resources

Consult *Reimbursement Manual: IAC-SRFB Grant Programs* (#8), for information regarding "Determining the Value of Donations." A sponsor's matching share may be any one or combination of the following contributions/donations: (WAC 286-13-045)

- | | |
|-------------------------------|-----------------------------------------------------------|
| ▶ Appropriations/Cash | ▶ Material |
| ▶ Bonds - Council or Voter | ▶ Grants (private; most federal and state) |
| ▶ Conservation Futures | ▶ Force Account (equipment, labor materials; see page 13) |
| ▶ Equipment and Equipment Use | ▶ Local Impact/Mitigation Fees |
| ▶ Labor | ▶ Local Improvement District (LID) |
| ▶ Land (privately owned) | |

Certification Deadline

Whenever a match is to be considered part of an application, *written* confirmation must be provided to the Office. The applicant must provide this assurance of the match's availability at least one calendar month before the meeting at which the project is to be considered for funding. This advance confirmation allows time for preparation of funding recommendations.

**Valuing
Donations,
Corrections
Labor**

The following paragraphs summarize policies and describes how to value specific types of donations for matching an IAC-SRFB grant. Note that:

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the Office shall never exceed the cash expended on the project.
- ▶ All donations must be documented for reimbursement purposes.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.
- ▶ Except for cash, all donations must be in one of the following categories.

Donated Equipment.

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek Office approval of an additional equipment classification. The request should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC-SRFB allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall be valued at a “per mile” cost not to exceed \$0.30 a mile. The Office will periodically review and adjust the mileage rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups, and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. In January of each year, IAC-SRFB staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting <http://www.wa.gov/esd/lmea/occddata/oeswage/TOC000.htm>.
5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC-SRFB staff approval of an additional job classification. The request to IAC-SRFB should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property. When development projects require matching funds, the value of donated privately owned real property (lands, buildings, etc.) may be used as part or all of this match.

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by IAC-SRFB of the Project Agreement, unless such action has been previously approved by IAC-SRFB under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements) which would also qualify IAC-SRFB funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donation's terms.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation, habitat conservation, or salmon recovery area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, development, planning, or relocation costs to be met by IAC-SRFB.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials.

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor. Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to the IAC-SRFB donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by the IAC-SRFB donated labor policy) can be claimed as a donation.

Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Land and Water Conservation Fund sponsors may only use corrections labor associated with a local or state criminal justice system. The actual out of pocket expenses directly related to such labor is allowable. Actual costs might include: wages paid to workers and supervising correctional officers, transportation, etc. - so long as the work performed is directly related to the LWCF funded project. If there are no costs incurred using corrections labor, the sponsor shall not claim any of the value for reimbursement or as match.

Force Account

Force Account refers to the use of a sponsor's staff (labor), equipment, and/or materials. All or part of a sponsor's share may be provided through force account. Such contributions must be:

- Verifiable from the sponsor's records
- Reasonable and necessary for proper and efficient completion of the project
- If labor, directly related to the funded project and *not* included as a match for another project.

The value assigned to labor is the employee's regular rate of pay, including benefits. The value assigned to sponsor-owned equipment may not exceed the amount the sponsor's records show is the actual cost of use.

Project force account work is eligible only to the extent allowed under state law. RCW 35.23.352 governs the amount and type of work that may be performed.

**Records &
Reimbursement**

Force account values and donated contributions must be recorded on a separate project financial ledger maintained by the sponsor in way that is readily identifiable in federal and state audits. Consult *Reimbursements Manual: LAC-SRFB Grant Programs* (#8), for further information regarding audits, record retention, and documents required for reimbursement.

SECTION 4 — GENERAL POLICIES

IAC-SRFB Board Decisions The following list summarizes many development project decisions that may only be made by IAC-SRFB in a public meeting. Each is in accord with statutes, rules, and Board policies.

1. Initial grant approval.
2. Any project cost increase that exceeds the set percent of the total previously approved by IAC-SRFB. (See page 5, administrative charges for development projects.)
3. A "conversion" that changes the project site or how the site is used from that described in the Agreement.
4. A significant reduction in the project's scope authorized for inclusion in the Project Agreement. Typically, such a reduction includes any that the IAC-SRFB Director feels may have changed the project's evaluation score. Not included are changes that do not significantly modify the way the public uses a facility, the intended opportunity, or restoration objective funded.
5. Changes in policy; for example, establishing new grant limits or eligible expenditures.

Director's Decisions The IAC-SRFB Director or staff designee makes many development project decisions. The following list summarizes many of these decisions, each in accord with statutes, rules, and IAC-SRFB policies:

1. Appoint advisory committee and evaluation team members.
2. Establish and/or waive grant program deadlines. WAC 286-13-040(3)
3. Authorize grant application forms. WAC 286-04-010,
286-13-020
4. Accept or reject plans submitted to comply with grant eligibility requirements. WAC 286-35-030
5. Make project funding recommendations to the IAC-SRFB board.
6. Require that applicants submit additional project information after approval of funding and before executing a Project Agreement.
7. Execute Agreements for projects approved by the IAC-SRFB board. WAC 286-13-060(1)
8. Authorize cost increases for planning and engineering in excess of the amount allowed in the specific grant program (Page 8).
9. Authorize cost increases of 10 percent or less of a project's approved initial cost. WAC 286-04-070(3)
10. Authorize project reimbursements. WAC 286-13-070
11. Waive the IAC-SRFB sign recognition requirements. WAC 286-13-120
12. Waive the IAC overhead utility line policy (page 19).
13. Terminate the Project Agreement. Project Agreement
14. Require that grant funds be repaid to the IAC-SRFB if spent in a manner that conflicts with applicable statutes, rules, and/or policy manuals. WAC 286-13-100

An applicant or sponsor may request that a decision made by the IAC-SRFB Director be reconsidered. This is done by writing the request to the IAC-SRFB Chair at least thirty days before a scheduled Board meeting. WAC 286-04-060(3)

Requests will be placed on the meeting agenda with an opportunity for the petitioner to address the IAC-SRFB. Any subsequent Board decision is final.

Grant Time Limit Office staff, with applicant assistance, will establish a timeline for project completion, including milestones and termination date. The termination date will be written into the Project Agreement and may be extended only when authorized by the IAC-SRFB Director or designee.

Approval depends on the Director's acceptance of a request from the sponsor specifying the additional time needed and justifying why the original time frame is inadequate. Requests should be made at least 30 days before the Project Agreement expires.

Conversions A conversion occurs when a site or facility developed with money granted by IAC is changed to a use other than that for which funds were originally approved. Conversions may not occur without IAC-SRFB prior approval. Further information on conversions, including exceptions, is provided in IAC-SRFB Manual 7, *Funded Projects: Policies and the Project Agreement*.

Universal, Barrier-Free Access As provided in this segment, all facilities developed using IAC-SRFB funds must be constructed to barrier-free standards. Several laws and codes exist which prescribe construction designs to meet these standards. Outdoor facilities not covered by these laws and codes are not exempt from construction designs that provide barrier-free access. Project sponsors must, to the highest degree reasonable, make specific project elements accessible. To this end, the following IAC-SRFB policy statements apply:

All applicable local, state, and federal laws must be adhered to. This includes:

- ▶ Americans With Disabilities Act of 1990
- ▶ State Building Code: Accessibility (WAC 51.30.1100, Chapter 11)
- ▶ Rehabilitation Act of 1973 (Section 504, Public Law 93-112 as amended by Public Law 95-602)
- ▶ Local Building Codes

Basic services (parking, toilet facilities, drinking water, public telephones, routes of travel, etc.) must be convenient and accessible at any site proposed for IAC funding. For example, a project consisting solely of the renovation of a transient boat moorage facility in an already developed park must make accessible any existing basic services if these facilities do not already meet accessibility standards.

Elements of a project must always be constructed using legal and common sense guidelines to ensure the highest, most reasonable level of accessibility possible. Lips and grades that diminish barrier-free access, as well as other human-constructed barriers, must always be eliminated.

Recreation experiences that are profoundly altered by barrier-free designs may need special provisions. For example, the intended experience for a sand volleyball court may be so radically changed by barrier-free access that it is not reasonable to design the surface to those standards. In such cases, reasonable access may be limited to route of travel and viewing accommodation.

Recreational experiences made available by most play toy equipment, on the other hand, are not compromised by the inclusion of barrier-free design elements. Providing an accessible surface below play toy equipment does not diminish the recreational experience and should thereby be integrated into the design. Route of travel, viewing accommodation, and integration of accessible sub-elements, at the least, are reasonable.

Primary management objectives for certain project elements may be mutually exclusive with barrier-free access goals. Some facilities designed for providing a specific recreation experience may be compatible with barrier-free designs, but may not be conducive to the maintenance and/or management of the facility. For instance, an equestrian trail can be constructed to a barrier-free standard, but the primary use (horses) may invoke unreasonably high maintenance costs at the barrier-free level. In such cases, it is probably not reasonable to construct the facility to a barrier-free standard.

Recreation challenge levels may affect the decision to provide barrier-free access. Intended recreation experiences may preclude barrier-free access. Climbing walls, back country trails, and some play equipment may fall into this category. Even so, these facilities must be supported by route of travel and viewing accommodation when possible. Generally, most experiences are not disrupted by integrating design elements that allow use by everyone.

Environmental factors may also influence barrier-free access. Not all environments are suitable for barrier-free access accommodations. For example, access points into sensitive lands set aside for wildlife or wildlife habitats may be negatively affected by human intrusion. In these cases, development decisions must be carefully weighed to determine the potential impacts of trails, viewpoints, and boardwalks. Whenever appropriate, these types of facilities must be made barrier free.

Specific project elements that are prohibitively expensive may be exempt. Economics rarely play a role in public barrier-free access issues. Generally, less than ½ of one percent additional cost is necessary in new building construction to meet accessible guidelines. However, in cases where providing barrier-free access to a specific element of a project presents serious economic impacts, an exemption can sometimes be justified. In real terms, if the cost of constructing a specific project element to barrier-free standards exceeds 20 percent of the element's pre-accessible cost, and there is no practical alternative, then it may be exempt.

And finally:

- ▶ Construction techniques must always adhere to building codes, other local laws, state statutes, and federal laws.
- ▶ Plans, drawings, cost estimates, and other materials submitted to the Office must reflect compliance with this universal, barrier-free access policy.
- ▶ Exceptions to this policy should be discussed with IAC-SRFB staff before the technical completion deadline.

Control & Tenure To protect the IAC-SRFB assisted capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement.

Before executing a Project Agreement, the applicant must provide the Office with:

1. Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - a) Legal description
 - b) Deed restrictions
 - c) Easements
 - d) Documentation of current owner

Encumbrances: Explain the immediate or potential impact of any restriction, easement, or encumbrance.

2. Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the sponsor*. Under this option:
 - a) The lease, easement, or use agreement must extend for at least 25 years from the date of IAC-SRFB approval (10 years for Firearm and Archery Range Recreation Program grants and 20 years for Youth Athletic Facilities Program grants).
 - b) The lease, easement, or use agreement may not be revocable at will.
 - c) Evidence must be provided by the sponsor that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

**Joint &
Cooperative
Projects**

Some projects can meet one agency's or organization's outdoor recreation, habitat conservation, or salmon recovery needs while fulfilling the compatible needs of another. An example is a park department combining with a school district to develop athletic fields for both school and community use.

IAC-SRFB encourages such cooperation in acquiring and developing properties or in salmon restoration. A joint project may be where one agency owns the property to be developed by another *and/or* two or more agencies teaming together to provide financial support for a project.

In such cases, depending on "control and tenure," "public use," or other issues, IAC-SRFB may ask applicants to:

1. Sign the IAC-SRFB application and Project Agreement.
2. Comply with the Interlocal Cooperative Act, RCW 39.34. A draft of the agreement prepared under this Act must be submitted to the Office by the *technical completion deadline*. A signed agreement is required before IAC-SRFB

- will execute a Project Agreement.
3. Execute an agreement, policy statement, or resolution that certifies:
 - a) Which of the parties is the lead agency. The lead must have IAC planning eligibility.
 - b) Local community officials were involved in planning the joint use of all facilities.
 - c) The project will provide for community-wide public outdoor recreation on at least an equal basis with other needs.
 - d) The project will be available at times when it would normally be most in demand by the public for recreation.
 - e) Signs will clearly identify the site's availability for general public recreational use.
 - f) Facility scheduling is through either the community's established recreation entity, or a joint committee composed of representatives of the recreation entity and such other appropriate parties to the agreement. This is intended to assure adequate availability to the public during appropriate times of the year.
 - g) Maintenance and operation responsibilities of each agency or organization.

User Fees

Fees may be charged in connection with areas and facilities developed or acquired with IAC-SRFB grants. (*Excepted* are Firearms and Archery Range Recreation Program safety classes –firearm and/or hunter– for which a *facility/range* fee must not be charged — RCW 77.12.720, ¶8.) Such fees must be:

- ▶ Proportional to the value of the service or opportunity provided
- ▶ Within the prevailing range of public facility fees in the area for similar services or opportunities.

If different fees are charged for residents and nonresidents, the non resident fee must not exceed twice that imposed on residents [WAC 286-13-115(2)]. If no resident fee is charged, then a non-resident fee must not be charged.

The revenue from these fees must be applied to the operation, maintenance, or monitoring of the area or system from which it is collected, unless precluded by state law [WAC 286-13-110(1)]. If the revenue exceeds the system's operation, maintenance, or monitoring costs, it must be deposited in a capital reserve fund. This fund *must*:

- ▶ Be identified in the sponsor's official annual budget for acquisition and/or development of lands or facilities
- ▶ Only be used to further the capital goals and objectives identified in the sponsor's park and recreation, habitat conservation, or salmon recovery plan.
- ▶ Only be applied to other of the sponsor's IAC-SRFB projects in the same category (for example, revenue raised from an IAC Boating Facility Program grant may only be used to assist other motorized boating projects).

Acknowledgments & Signs Sponsors must acknowledge IAC-SRFB funding assistance, by program if possible, in all development projects. This includes:

- ▶ In any release or publication developed or modified for the project

- Prominent placement of signs at entrances and other locations unless waived by the IAC-SRFB Director
- Comments at all dedication ceremonies.

Sponsors must notify IAC-SRFB at least two weeks before any project dedication ceremony.

Basic acknowledgment sign plates are available for IAC funded projects.

Overhead Utility Lines

Sponsors must take reasonable steps to lessen the impact of overhead lines, including communication, power, or other wires. This policy is not meant to discourage projects, rather, it is intended to lessen any impact that the lines might have on area safety, activities, and aesthetics. Unless otherwise authorized by the IAC-SRFB Director, this means:

- Bury, screen, or relocate existing lines (except existing electrical wires over 15 kilovolts)
- Put all new electric wires underground
- Put all new communication wires underground.

Recreation sites where people gather in large numbers (for example swimming pools, high density picnic areas, spectator seating, etc.) may not be located under utility wires. Installation of such wires over an area that has received IAC assistance constitutes a use conversion. (Manual 7, *Funded Projects: Procedures*.)

Inspections

Normally, IAC-SRFB staff conducts four types of project site visits:

1. *Pre-award*. Made during the application phase, normally with the applicant.
2. *Interim*. Made during construction, normally with the sponsor.
3. *Final*. Scheduled after the sponsor's final inspection and correction of any deficiencies. The project must be complete and functional as described in the Project Agreement.
4. *Post Completion Compliance Inspection*. Performed periodically to ensure the facility is operated and maintained as specified in the Project Agreement.

SECTION 5 — INDEX

A

Accessibility
 Ramps, Eligible Costs · 5
 Universal, Barrier-Free Access · 15
Acknowledgments & Signs · 18
Authority · 1

B

Background · 1
Board · 1

C

Contact Information · 2
Control & Tenure · 17
conversion · 19
Conversion · 14, 15

D

Director · 14, 15, 18
Donations · 9

E

Eligibility Policies · 3
Eligible
 Construction Costs · 5
 Costs, Pre-Construction Costs · 4
 General Recreation Facilities · 3
 Mitigation Costs · 6
 Projects · 3
 Renovation Projects · 4
 Retroactive Costs · 6
 Support Elements · 3

F

Fees · 18
Force Account · 13

G

General Policies · 14
Grant Time Limit · 15

I

IAC-SRFB
 Board Decisions · 14
Ineligible Costs · 7
Ineligible Projects · 6
Inspections · 19
Interlocal Cooperative Act · 17
Introduction · 1

J

Joint & Cooperative Projects · 17

L

LWCF · 1, 7

M

Manual Authority · 1
Matching Shares · 9
 Certification Deadline · 9
 Eligible Resources · 9
 General Provisions · 9

O

Overhead Utility Lines · 19

P

Project Agreement · 1, 3, 6, 7, 8, 14, 15, 17, 19
Publications · 2

R

Records & Reimbursement · 13
Retroactive costs · 6, 8

S

Signs · 3, 5, 14, 18

U

Universal Barrier-Free Access · 15
User Fees & Charges · 18

W

Workshops · 2